

Printing the Online Pay Statement using Internet Explorer version 7

Users with Internet Explorer Browser version 7 can use the instructions below to print the pay statement. Your pay statement will **not** fit on one piece of paper.

Log into your Employee Self Service Account.

If the Employee Home page is not displayed in the middle of the page, click on the left menu where it says '**Employee Self Service**'

The menu will expand, click '**Employee Home**'

The Employee Home page will come to the middle of the page

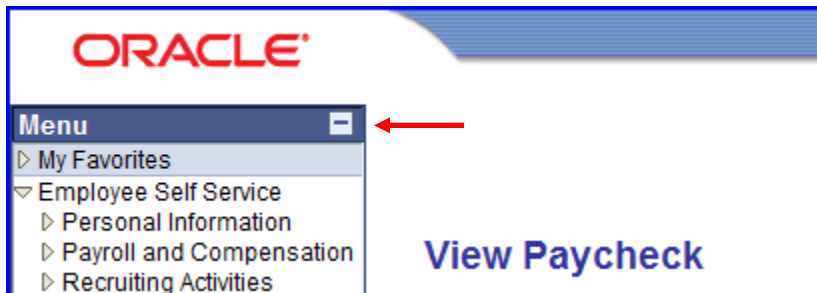
Click the link on the Employee Home page that says '**Payroll and Compensation Home**'

Click '**View paycheck**'

Once your online pay statement is displayed:

1: Minimize the left menu by clicking the minus (-) on the left menu to close the menu.

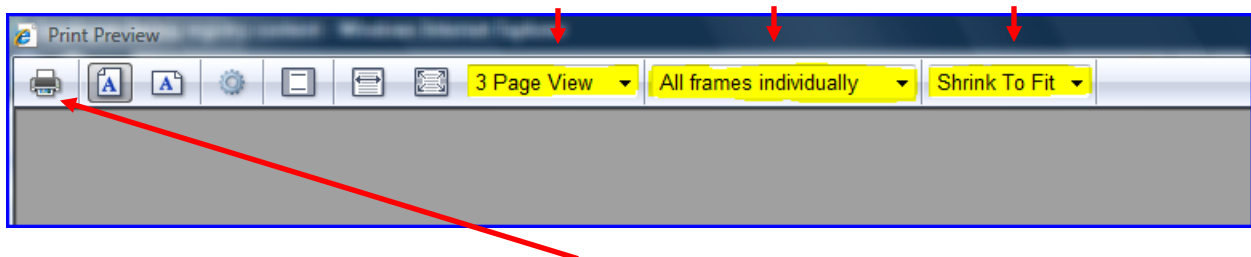
Please make sure you know the location of the printer the PC will print to



2: Click anywhere on the screen – this step is important to actually print the statement

3: Click on the browser menu where it says '**File**'

4: Select '**print preview**' Print Preview page will be displayed. The correct settings are highlighted below. (**Note:** For Internet Explorer V 7.x Windows Vista)

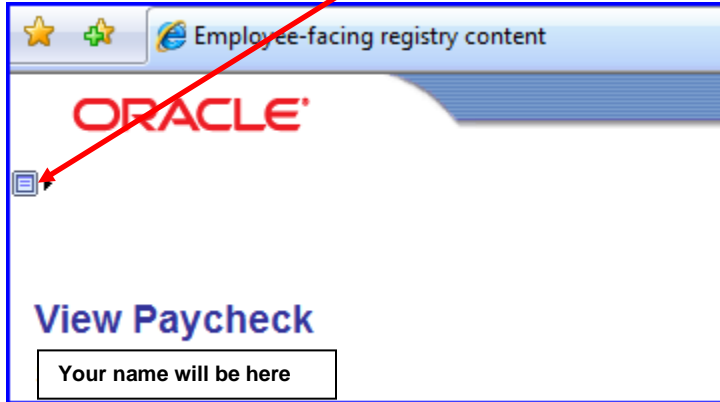


Once your settings are selected, click the printer icon in the left corner and the pages you have displayed will print.

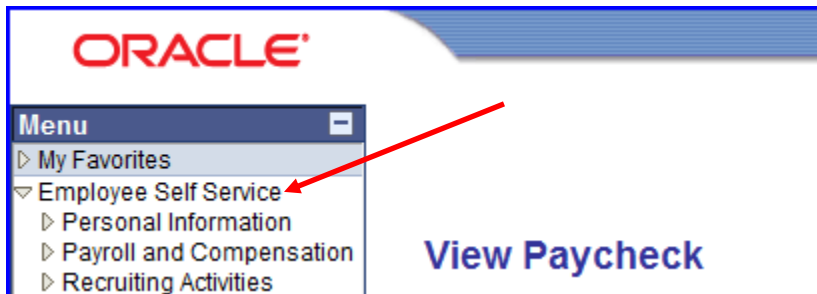
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Once the pages have printed, your pay information page is automatically displayed.

Click the screen icon to restore your left menu



You can either click the left menu to expand Employee Self Service or scroll to the bottom of the View Paycheck page and click the Employee Home link at the bottom of the page to return to the Employee Home page to travel to other areas of your Employee Self Service Account.



If you experience issues printing, please contact the Help Desk at (802) 828-0407 press 1 at the Options menu or send email to vision-helpdesk-hr@state.vt.us or ask your local IT support.